

Office of Public Instruction  
PO Box 202501, Helena MT 59620-2501  
Personnel Office, 1227 11th Avenue, Helena, (406) 444-2673  
**Internal/External Job Vacancy Announcement**

**TITLE:** Special Education Division Administrator/Operations Manager

**BAND:** 8

**STATUS:** Permanent/Full-Time

**SALARY:** \$ 60,017-\$ 75,022 plus benefits

**CLOSING DATE:** July 6, 2007

**APPLICATION SUPPLEMENT REQUIRED:** Yes

**POSITION NO:** 351-00060

**DEPARTMENT:** Education Services

**DIVISION:** Special Education

**LOCATION:** Office of Public Instruction, Helena Montana (1300 Eleventh Ave)

**UNION:** NO

**START DATE:** August 1, 2007 (Negotiable)

**APPLICANTS:** An electronic copy of the State of Montana Employment Application may be obtained from <http://www.mt.gov/statejobs/application.asp>

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**PLEASE POST:** The Office of Public Instruction is recruiting an Administrator for the Division of Special Education (State Director of Special Education) Applicants may apply by completing a state application form and application supplement. The work schedule is typically 40 hours per week year-round. If accommodation for a disability is needed during the application or examination process, contact the recruiter identified or OPI Personnel Office.

**GENERAL DESCRIPTION OF DUTIES:**

This position serves as the director of the special education division. As director, the individual manages division programs: Formulates and manages OPI policies and regulations; Represents the Office of Public Instruction before the Montana Legislature addressing issues related to services for children with disabilities; Develops, recommends, and lobbies for changes in state policy affecting services to children with disabilities to the United States Department of Education, the Montana Legislature, and the Governor's office; Initiates, designs, implements and manages interagency finance initiatives, including major reform efforts through Medicaid refinancing of services to children with disabilities and children with significant emotional disturbance based on input from the public and subordinates; Establishes interagency agreements and memorandums of understanding to ensure services to students with disabilities are coordinated between state agencies, including the Board of Public Education, Department of Corrections, and the Developmental Disabilities and Children's Mental Health divisions of the Department of Public Health and Human Services; Integrates the services and resources of the Division of Special Education with those of other Office of Public Instruction divisions to ensure policy coordination, cost efficiency and effectiveness of programs, including professional development, school improvement planning, data collection, analysis and reporting, and compliance with state and federal regulations; Coordinates fiscal resources with other state agencies to leverage federal funding, improve efficiency and reduce duplication of effort. Represents the OPI by responding to and advocating for national-level laws, regulations and policies affecting services to Montana's children with disabilities with the U.S. Department of Education and the Office of Special Education Programs through direct communication and service on boards of organizations such as the National Association of State Directors of Special

*"It is our mission to advocate, communicate, educate and be accountable to those we serve."*

Education, Council for Exceptional Children, etc.; Develops short- and long-term programs/strategies/goals to address critical statewide educational needs/issues. Periodically evaluates progress toward meeting goals. Develops alternate strategies/solutions as appropriate; Represents the OPI in negotiations with the U. S. Department of Education on the standards and procedures used to measure the accountability of public education; Prioritizes division services, administers and establishes division policy using knowledge of public administration, school administration, supervision, and agency policy and manages the budgeting, distribution, and prioritization of the use of state and federal funding used in the delivery of special education services using skills and knowledge of the state budgeting process, federal regulatory requirements and statewide special education program needs.

### **GENERAL QUALIFICATIONS:**

This position requires a high level of knowledge related to administration of Special Education. These knowledge, skills and abilities include knowledge of federal/state laws, regulations and guidelines applicable to special education programs; knowledge of the principles and practices of organizational management; knowledge of grant administration; management and leadership skills; ability to interpret and apply federal/state special education guidelines/regulations; ability to plan, prepare and present oral and written reports; ability to operate PC computers, word processing applications and support software; understanding of the relationship between special education and other federally funded education programs and working knowledge of school organization and management.

### **EDUCATION AND EXPERIENCE:**

A Master's Degree in Special Education or related fields; experience in special education leadership and management, within the past eight years, which includes supervision of personnel, budgeting, formulation of policy and procedures and minimally three to four years of experience working in a K-12 public school.

### **APPLICATION AND SELECTION PROCESS:**

**Application Supplement:** PN #351-00060

Procedures to be used in evaluating an applicant's qualifications may include, but are not limited to, the Montana state application form, an application supplement, a structured interview, written activities and a reference check. *Applicants must have a master's degree in special education or a related field; have experience working in a K-12 public school and have special education leadership and management experienced within the past eight years. Applicants without this level of education and experience will not be considered.*

All applicants must submit an original completed and signed State of Montana application form and a completed application supplement. Applications will be rejected if the completed state application form or the completed supplement is not submitted by the deadline. All applicants who have claimed preference and are selected for an interview shall provide verification of eligibility at the application process.

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Please answer the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your

qualifications for this position. Responses should be clear and concise and specifically address each supplemental question.

Please retype the question and number your responses for each of the questions. Your written communication skills will be appraised. Do not substitute a résumé or any other material for your responses. It is important to provide specific information regarding names of employers, dates, job titles, etc. In order to receive full credit you must express yourself fully and completely. Where the supplemental questions ask about your experience, provide the information requested even if it duplicates what you've provided in your application.

**Supplemental Questions:**

1. Describe your formal educational training (including degrees held) and your experiences working in a K-12 public school education setting.
2. Describe special education leadership and management experiences you have had and how these experiences will contribute to your success as the Division Administrator for Special Education? Be specific. Identify your role, responsibilities, dates, personnel positions supervised, and accomplishments.
3. Describe your experience as well as roles and responsibilities in interpreting and implementing special education laws and rules.
4. Describe your experiences in working with state agencies, Medicaid and the U.S Department of Education. Be specific. Provide dates and identify your role and responsibilities.
5. Identify your experience in budgeting and management of funds.